



# FRANKLIN COMMUNITY HIGH SCHOOL BLUE REGIMENT Marching Band and Color Guard

## Band/Guard Member Handbook

Welcome to the 2022 competitive season of the **Franklin Community High School BLUE REGIMENT Marching Band and Color Guard**! This handbook has been created to help communicate the expectations and policies to students, parents, and administrators. If you have any questions please feel free to contact a director.

### ATTENDANCE

You have made a commitment to the Franklin Community High School Marching Band and Color Guard. The success of our rehearsals and performances is directly related to the attendance of the group. It is essential that we have full attendance. Attendance at all rehearsals is **REQUIRED**. The absence of one person not only affects that individual, but also the entire group. **Everyone is counting on you!**

If a member must be absent proper communication is **REQUIRED**. A parent or guardian, not a member, should contact the director(s) as soon as possible. This should be by phone, through email, or the Remind app.

Legitimate reasons for absences are:

1. Illness of the band or guard member
2. Death or sudden illness in the family
3. Conflict with another school activity

Students who are absent from school due to illness **are** excused from rehearsals. Conflicts in school events/activities/athletics will be dealt with on an individual basis. Students should meet with the directors (with a schedule/calendar) to make arrangements for any potential conflicts **ahead of time**.

Plan ahead to avoid any conflicts! Please do **not** schedule any appointments (doctor/dental/orthodontics, driver's test, etc.) during these rehearsal/performance times. Please do **not** plan birthday parties, family gatherings, purchase tickets for concerts, etc. during these rehearsal/performance times. Any member's absence due to work is **not** an acceptable excuse.

If at all possible, please inform the director of any last minute emergency absences, so possible arrangements/changes may be made. The band office phone number is **(317) 346-8107**.

**Depending on the circumstances, due to safety concerns and the success of the group, students who have an excused or unexcused absence **might** not be allowed to perform at that week's performance or competition.**

It is the responsibility of each member to find out/practice/learn what they have missed during any rehearsals. During the season there is little time to review and reteach what is missed.



## REHEARSAL ETIQUETTE

All members are expected to be prepared for rehearsal. Students should arrive early enough to prepare (get instruments/equipment, setup props, fill water jug, etc) and to move to the designated area so rehearsal can start on time. Rehearsals must begin on time to maximize the productivity of both the students and staff. Additional time will be needed following rehearsal to put instruments, equipment, etc. away.

Each student is expected to show respect for **all** those involved in the group. This includes students, parents, staff, and directors. Positive attitudes are a must in this activity! At times, you may get frustrated with yourself or other members. It is important to learn how to deal with these feelings. Rudeness or disrespect will **not** be tolerated. Work to stay engaged by following the rehearsal protocol during practices.

Cell phones should **not** be used during rehearsals. Cell phones should be secured prior to coming to rehearsal. Remember that the school is **not** responsible for any personal items that are stolen.

Even though each member will have a health form on file you should not assume that a staff member has full and complete knowledge of any health or fitness issues. Please make sure that you feel confident in their understanding of your specific case.

## REHEARSAL ATTIRE

Marching band and color guard members may be asked to wear specific attire for rehearsals. Students should always have the correct footwear (tennis shoes) and clothing that allows them to be unrestricted in movement (marching, spinning, dancing, moving, etc.). Students should plan accordingly for the weather conditions and also plan ahead so they are able to change clothing prior to rehearsals if necessary.

Guard members should adhere to the following rehearsal attire guidelines:

- Plain black shirt, tank top, cami, or t-shirt. You may wear a shirt with writing on it, however you will need to turn it inside out. Crop tops will be allowed as long as they are plain black.
- Plain black shorts, dance/yoga pants or leggings. The waistband may be a different color, however there must be **no** color on the short or leggings itself. Logos are the **only** exception. **No** sweatpants or pajamas.
- Hair must always be kept up, worn out of the face, and taken down only the end of rehearsal run through.

## CODE OF CONDUCT and STUDENT HANDBOOK

Franklin Community High School has a board-approved **Code of Conduct** for all students who participate in extra-curricular and co-curricular activities. Marching band and color guard members will be expected to follow all rules in the **Code of Conduct** and the Franklin Community High School **Student Handbook**. In addition, all marching band and color guard members will be expected to follow the policies of the Franklin Community High School Instrumental Music Department as outlined in the **Band/Guard Member Handbook**.

**Before participating, all marching band/color guard members and their parents/guardians must complete the acknowledgement form indicating they have received and agree to the information provided in the Franklin Community High School Code of Conduct, Franklin Community High School Instrumental Music Department Band/Guard Member Handbook, and Financial Commitment form.**



## PROGRESSIVE DISCIPLINE PLAN

It is the expectation that **all** marching band and color guard members participate in a positive and respectful manner. Having a positive learning environment will be more productive and more rewarding for everyone! The Franklin Community High School Instrumental Music Department **Band/Guard Member Handbook** should assist students in understanding what is expected of them before any disciplinary action is taken.

The Franklin Community High School Instrumental Music Department has a **Progressive Discipline Plan (PDP)**. The PDP is to help students understand when there is a discipline issue(s) that needs correcting.

There are **four (4)** steps to the Progressive Discipline Plan:

1. **VERBAL COUNSELING #1 (Acknowledgement)** – The director(s) will meet with and notify the student of an issue/behavior or recurring issue/behavior that needs to be corrected. This step is to bring an awareness to the problem, help the student understand how the behavior needs to be changed, and allow the student to address the situation on their own. An example might be consistently being late to rehearsal.
2. **VERBAL COUNSELING #2 (Commitment to Success)** – The director(s) will again meet with and notify the student of an issue or a recurring issue that still needs to be corrected or improved. The second step is again to bring awareness and explain how the behavior needs to change. The difference in step two is that the director(s) will help the student find possible solutions on how to handle the issue. A parent/guardian will be notified by a director if step two has taken place.
3. **IMPROVEMENT PLAN (Action)** – The director(s) will formally meet with the student and their parents/guardians to discuss the issue(s). A formal plan will be developed for the student to follow to correct the issue(s). **A student may be suspended from a performance(s) until the issue/behavior is addressed/improved on.**
4. **TERMINATION OF PARTICIPATION** – The student is removed from the group. The student will **no longer** participate or perform with the group.

Directors will document each step of the PDP for individual students and notify the administration when a student starts a PDP. **Parents/guardians will be responsible for the FULL member fee for any student who is removed from the group due to disciplinary reasons.**

The PDP is not meant to replace or supercede any high school disciplinary action or policies in the Franklin Community High School **Code of Conduct** or **Student Handbook**.

**Students who are removed from the program due to discipline behavior issues, or quit, will only be allowed to participate in future seasons WITH THE PERMISSION OF THE DIRECTORS.**

## ACADEMIC RESPONSIBILITIES

All students are encouraged to keep up with their academic responsibilities throughout the season. It is the student's responsibility to make sure they are budgeting enough time to be academically successful. Students should work with other band and guard members to help each other out. Students should utilize the idea of being on a team to help each other succeed not only in marching band and color guard - but in school as well.



# UNIFORMS

Our uniforms and appearance are a symbol and statement about the group and who we are. When in uniform, whether fully or partially, you are representing the Franklin Community Schools, the Instrumental Music Department and every person has been associated with the Franklin Community High School BLUE REGIMENT Marching Band before you. You should be proud to wear the uniform and always need to conduct yourself in a professional manner that exemplifies everything we have worked and stand for while wearing them.

## General Uniform Care

Every band member (winds and percussion) will be fitted for and assigned a marching band uniform during the summer. Uniform parts are numbered and assigned to specific students. Each student will be responsible for the general condition of their uniform. Students should notify a uniform committee member or director of any uniform issues. In the event that the uniform or any uniform part is lost or damaged due to negligence, the student will assume the full cost of repair or replacement. Band uniforms are approximately \$450 *each* and color guard uniforms are approximately \$200 *each*.

Any part of a uniform, when not in use, should be properly hung and stored in the assigned uniform storage area. Uniforms are **not** to go home with students. Personal clothing **should** be taken home for washing, storage, etc. after **every** performance. Nothing should be left or stored at the school.

Uniforms will be cleaned following the competitive season. The uniform committee and directors will determine if additional cleanings are necessary. Students should **never** clean their own uniforms. There are specific instructions for the care and cleaning of uniforms.

## Uniform Parts and Accessories

For wind players (woodwind and brass), one pair of black, performance gloves are included in the member fee. Students will need to purchase an additional pair of gloves if they lose them. Guard members will need to purchase fingerless guard gloves. Gloves will be sized and ordered during band camp.

New band members will need black, marching shoes. These are purchased through the Instrumental Music Department. Veteran band members may also purchase shoes if they need to replace those that are worn or too small. Guard members will need a specific guard shoe. Students may use shoes from a previous season if they are in good repair and the correct style. Shoes will be sized and ordered during band camp.

Band members will need to wear either plain, lightweight or under-amour style shorts under their pants. Jeans of any type are **never** to be worn under the uniform. Shorts need to be **black** in color. Marching band members must wear long, **black** socks for all performances. Ankle socks are **not** acceptable as they are not long enough. Guard members will notified of the specific clothing they will need to wear under their uniforms.

For performances and competitions, band members must specifically wear their **black** BLUE REGIMENT marching band t-shirt. For home football game performances, band members may opt to wear a plain, black t-shirt (**no** logos, graphics, etc.) instead of the marching band t-shirt. All t-shirts **must** have sleeves. Students need to make sure that their marching band t-shirt, shorts, socks, and marching shoes are laundered/cleaned following every performance. Guard members don't usually wear the black BLUE REGIMENT marching band t-shirt due the nature of their uniform/costume.



## Appearance

All marching band and color guard members **must** have a uniform appearance. As modern marching band and color guard has evolved often members are asked to portray a character or specific mood which is achieved through altering appearances.

Members must adhere to **all** uniform and appearance guidelines as determined by the directors including uniforms, hair styles, make-up, etc. **It is at the director's discretion to allow a student to perform. Failure to adhere to any guidelines may result in a student not being allowed to perform.** These guidelines should be reviewed prior to the season to avoid any possible problems.

Unless determined differently all band members **must** have their hair off the ears and collar (secured with hair ties, hair spray, bobby pins, etc.). Earrings should be limited to **silver studs** or **removed** if at all possible. **All** jewelry (bracelets, rings, watches, etc.) must be removed prior to performances. Students should avoid excessive make-up and colored fingernail polish. Hair color must be of a natural color. Unnatural hair colors are **not** acceptable.



# TRAVEL GUIDELINES

Travel guidelines have been created to ensure the safety of the students. Please review the following information for when the marching band and color guard travel to competitions and performances.

Website – The Instrumental Music Department utilizes a website with information for all ensembles. The website address is [www.franklinbands.info](http://www.franklinbands.info). The website has a wide variety of information including calendars, itineraries/schedules, course information, financial information, booster/volunteer information, forms, etc.

Itineraries/Schedules – Schedules for each competition/performance are posted on the website. Schedules are also sent out to our email groups. Hard copies are available in the band room.

Social Media – Any updates to schedules will be made through the **Remind app**. When returning to Franklin (usually 15 to 20 minutes prior to arrival) students are encouraged to contact their parent/guardian with an approximate arrival time. Students will need to unload instruments, uniforms, equipment, etc. prior to being dismissed.

Departure/Arrival Locations – The location of departures and arrivals is dependent on the rehearsal location the day of the event. This will be indicated on the itinerary. Students should be picked up at that location and should **NOT** leave from an unsupervised location. The high school departure location will usually be **DOOR 51** - the outside entrance to the band room.

Permission/Health Forms – All students who are participating or volunteering must have completed and signed permission/health forms on file. These travel with the group. The head chaperone (usually on bus one) will have the binder of forms.

Bus Attendance/Travel Release Forms – Students are assigned to specific buses (if more than one). Attendance is taken before departure to and from contest sites. Any student who plans on leaving with a parent/guardian (no sibling drivers) must have completed a *Travel Release form*. These forms are collected prior to the event. Additional forms are available with the chaperones. The parent/guardian must be present when the student signs out with a chaperone.

Students are **NOT** allowed to leave with another student's parent or guardian without additional release forms (in which both parents/guardians grant permission). Students will **NOT** be permitted to leave with another student's parent or guardian with a last minute phone call. Travel releases are used sparingly.

Background Checks/Driver Verification Forms – All adult volunteers have a background check on file. In addition, anyone who drives the corporation band/box truck has a completed driver verification check on file.

Contact Information – Chaperones have contact information (cell phone numbers) for directors to communicate any questions, problems, etc.

Parent/Fan Information – When events have specific information available for parents and fans this is shared. This might include driving directions, parking information, ticket prices, event guidelines, etc.



# BUS and COMPETITION ETIQUETTE

Travel guidelines have been created to ensure the safety of the students. Please review the following information for when the marching band and color guard travel to competitions and performances.

- All school and bus rules must be followed
- Do **not** sit on the backs of the seats
- Do **not** hang uniform bags from windows
- Be respectful of **all** students and adults
- Check for trash **each** time you leave the bus
- Check that you have not left anything on the bus at the conclusion of the trip
- Remain seated while the bus is in motion
- Do **not** store items on the back ledge
- Boys and girls are **not** permitted to sit together
- All sound must **stop** at railroad crossings

## Pre-Performance Etiquette

- After arriving at a contest site please be quiet when the hosts and band guides board the buses
- Be quiet and professional when changing into uniforms and preparing equipment for the performance
- Please watch for traffic when moving around the parking lot
- Wear your uniform properly; follow the uniform guidelines

## Stadium/Competition Etiquette

- All students are to return to the back stands as a group after changing out of uniforms and packing up props and equipment; parent chaperones will be accompanying the group back to the stadium
- After changing uniforms students are **not** to return to the buses until the competition has ended
- Students are to sit as an **organized** group. Do **not** enter or leave the stands during a band's performance
- Students are to be supportive of **all** bands. Do **not** make negative comments about any other groups
- It is acceptable to applaud during and after a band's performance
- Do **not** talk or use your cell phone during a band's performance
- Applaud **each** band's achievements during the award ceremony
- Support the hosting band and visit their concession stand!

## CONTACT INFORMATION

Director of Bands..... Tim Kosch  
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